

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No:   OOC0286840    
POSITION NO:   152869    
CLASS CODE:   1870  

Date Posted:   07/30/12    
Closing Date:   08/10/12  

POSITION TITLE: Principal Information Systems Technician  
DEPARTMENT NAME: FMIS Section  
DEPARTMENT NO: 28 WORKSITE LOCATION: Window Rock, Arizona  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: S62A  
Days: M-F Permanent: ☒  
Hours: 8 am - 5 pm Temporary: ☐ Duration:            \$ 36,878.40 Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 17.73 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the FMIS Project Manager performs advanced technical assistance and support to system users in the installation, maintenance and upkeep of hardware and software; assists in determining microcomputer hardware and software system requirements and specification and coordinates support for multiple local area networks and wide area network and computer systems within the Office of the Controller; performs related work as assigned.

Performs a variety of highly complex duties in support of microcomputer, network and telecommunications systems hardware, software, peripheral printers and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; performs or arranges for repair; provides support to local and wide area networks; maintains and administers users accounts; installs, tests and configures hardware and software on personal computers and network servers; maintains file servers; monitors and troubleshoots network performance problems; coordinates maintenance and repair with information systems and vendor staff; confers with and assist end users and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and software solutions; connects users to network and installs network applications; troubleshoots telecommunications equipment problems to ensure functional operation; develops acquisition and implementation plans for introduction of network services or automation of system support functions; prepares reports as required; attends and participates in meetings; keeps abreast of new trends and innovations in the field of information technology; coordinates user training on systems and software; trains user on microcomputer operation and functionality.

**Education and Training:**

Associate's degree in Computer Science or related field;

**Experience:**

Six (6) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Strong interpersonal skills and communication skills, problem solver, multi-task oriented, excellent organizational skills, ability to exercise independent judgment, experience in prioritizing projects/tasks preferred.

Knowledge of principles and practices of computer science and information systems, microcomputer systems hardware and software troubleshooting, operational characteristics of microcomputer systems, local and wide area networks, basic methods and techniques of determining microcomputer hardware and software problems, personal computer hardware and software components, supporting word processing and spreadsheet applications, operational characteristics of various computer hardware and software applications, methods and techniques used in trouble shooting various computer application, hardware and software problems, data processing, computer systems, microcomputer hardware and software terminology.

Work requires continuous use of computers and peripherals, lifting and carrying computer supplies weighing up to 40 pounds.

**License/Certification Requirements:**

Must possess a valid state driver's license and within 90 days of employment must obtain a valid Navajo Nation Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 11/09/01*